



**STATE OF TENNESSEE
DEPARTMENT OF HUMAN SERVICES**

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BILL LEE
GOVERNOR

DANIELLE W. BARNES
COMMISSIONER

July 13, 2020

John Becker, Board Chair
YMCA of East Tennessee
616 Jessamine Street
Knoxville, Tennessee 37917

Dear Mr. Becker,

The Department of Human Services (DHS) - Division of Audit Services staff conducted a limited desk review of the Child and Adult Care Food Program (CACFP) at YMCA of East Tennessee (Sponsor), Application Agreement number 00-573 during the period of April 3, 2020 through June 1, 2020. Our scope of the review was for reimbursement made to the Sponsor for February 2020.

Due to the outbreak and the risk that COVID19 poses to the Sponsor and our staff, the review was limited to verification, based on review of the documents obtained from Sponsor, via e-mail, mail, or other electronic transmission of documents. We also, obtained confirmation from the feeding sites and Sponsor staff via telephone or e-mail relative to the operation and administration of the CACFP.

The purpose of this review was to determine if the Sponsor complied with USDA regulations set through the COVID-19 period, taking into consideration the waivers granted to the Sponsor's operation. Also, to determine if the Sponsor complied with the applicable *Title 7 of the Code of Federal Regulations* (CFR) applicable parts, provider agreements, and applicable Federal and State regulations.

Background

CACFP Sponsors utilize meal count sheets to record the number of breakfast, lunch, supper, and supplement meals served. Meals served by participating Sponsors must meet the minimum guidelines set by the United States Department of Agriculture (USDA) and DHS to be eligible for reimbursement. The CACFP Sponsor reports the number of meals served through the DHS Tennessee Information Payment System (TIPS) for reimbursement.

Based on our review of the Sponsor's records and information provided, the Sponsor had six (6) feeding sites operating during the review period. **Beaumont Elementary** (Beaumont), **Pleasant Ridge Elementary** (Pleasant Ridge) and **Spring Hill Elementary** (Spring Hill) were

selected as the sample.

We inspected meal counts sheets for our test period and reconciled the meals claimed to the meals reported as served for each meal service. We also assessed compliance with civil rights requirements.

Important COVID-19 note: Due the current outbreak and the risk that COVID19 poses to your organization personnel and our staff, all our staff are working from home with no or very limited access to the office. Therefore, we will not send a copy of this report via regular mail until further notice. Please confirm the receipt of this email as it is currently the option to communicate to you. If you need any assistance or have any questions, please do not hesitate to contact us via email.

Our review of the Sponsor's records for February 2020 disclosed the following:

The Sponsor did not complete monitoring of its feeding sites as required

Condition

Monitoring forms for Beaumont, Pleasant Ridge and Spring Hill were completed; however, more than six (6) months elapsed between the first and second monitoring reviews at all three (3) sample sites.

The Sponsor monitoring dates are:

Site	Dates of Sponsor Monitoring
Beaumont	3/4/2019, 10/22/2019 and 1/21/2020
Pleasant Ridge	3/8/2019, 10/24/2019 and 1/24/2020
Spring Hill	3/7/2019, 10/23/2019 and 1/23/2020

Criteria

Title 7 of the Code of Federal Regulations, Section 226.16(d)(4)(ii) details the requirements for Sponsor monitoring including: review elements, reconciliation of meal counts, and the frequency and type of required facility reviews.

Title 7 of the Code of Federal Regulations, Section 226.16(d)(4)(iii) states, "Sponsoring organizations must review each facility three times each year, except as described in paragraph (d)(4)(iv) of this section. In addition: (A) At least two of the three reviews must be unannounced; (B) At least one unannounced review must include observation of a meal service; (C) At least one review must be made during each new facility's first four weeks of Program operations; and (D) Not more than six months may elapse between reviews."

Recommendation

The Sponsor should ensure that the required monitoring is completed timely.

Technical Assistance Provided

Technical assistance was provided concerning Sponsor monitoring requirements.

Corrective Action

The Sponsor must complete the following actions within 30 days from the date of this report:

- Prepare and submit a corrective action plan to address the deficiencies identified in this report. The corrective action plan template is attached. Please return the corrective action plan to:

AuditServices.CAPS.DHS@tn.gov

If you have questions relative to the corrective action plan please contact:

Allette Vayda, Director of Operations
Child and Adult Care Food Program
James K. Polk Building, 15th Floor
505 Deaderick Street
Nashville, Tennessee 37243
Allette.Vayda@tn.gov
(615) 313-3769

We appreciate the assistance provided during this review. If you have any questions regarding this report, please contact Sean Baker, Audit Director 2, at 615-313-4727 or Sean.Baker@tn.gov.

Sincerely,

Sam. O. Alzoubi

Sam O. Alzoubi, CFE
Director of Audit Services

Exhibit

cc: Kim Ballard, COO, YMCA of East Tennessee
Tonya Creed, Program Director, YMCA of East Tennessee
Allette Vayda, Director of Operations, Child and Adult Care Food Programs
Debra Pasta, Program Manager, Child and Adult Care Food Program
Elke Moore, Administrative Services Assistant 3, Child and Adult Care Food Program
Constance Moore, Program Specialist, Child and Adult Care Food Program
Marty Widner, Program Specialist, Child and Adult Care Food Program
Comptroller of the Treasury, State of Tennessee

Exhibit A

Sponsor of At-Risk Afterschool Meals Program Data for the Sampled Sites

Sponsor: YMCA of East Tennessee

Review Month/Year: February 2020

Total Reimbursement: \$2,661.14

Site Meal Service Reconciliation and Monitor Activity	Reported on Claim	Reconciled to Documentation
Total Days of CACFP Food Service	15	15
Number of Sites	6	6
Number of Supplements Served	2,831	2,831

Exhibit B

At-Risk Afterschool Site Data

Sample Site: Beaumont

Site Meal Service Reconciliation and Monitor Activity	Reported on Claim	Reconciled to Documentation
Total Days of CACFP Food Service	15	15
Total Attendance	999	999
Number of Supplements Served	218	218

Exhibit C

At-Risk Afterschool Site Data

Sample Site: Pleasant Ridge

Site Meal Service Reconciliation and Monitor Activity	Reported on Claim	Reconciled to Documentation
Total Days of CACFP Food Service	15	15
Total Attendance	432	432
Number of Supplements Served	428	428

Exhibit D

At-Risk Afterschool Site Data

Sample Site: Spring Hill

Site Meal Service Reconciliation and Monitor Activity	Reported on Claim	Reconciled to Documentation
Total Days of CACFP Food Service	15	15
Total Attendance	432	432
Number of Supplements Served	427	427